

MEETING NOTES  
**Family Homelessness Initiative (FHI) Advisory Group**  
 Thursday August 7, 2-4pm

Members in Attendance:		Members Absence:
Mark Putnam, CEH	Alex O'Reilly, City of Bellevue	Merina Hanson, City of Kent
Adrienne Easter, Seattle HSD	Kristy Johnson, KCHA	Declan Wynne, Building Changes
Lisa Wolters, SHA (co-chair)	Lauren McGowan, UWKC	Bill Hallerman, CCS
Kollin Min, Gates Foundation	Ann Levine, Imagine Hsg (co-chair)	June Loveall, YWCA
Derek Wentorf, FOY	Kira Zylstra, Solid Ground	Laurie Lippold, Partners for our Children
Marty Jacobs, CCR	Debbi Knowles, FHI Staff	Michael Ramos, Church Council
Triina Tennelo, FHI Staff		Natalie Lente, Health Care for the Homeless

**Meeting Objective: Understand objectives and scope of the FHI Advisory Group**

**Agenda & Meeting Notes:**

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| Welcome & Introductions | <ul style="list-style-type: none"> <li>• Members were welcomed and introduced themselves</li> <li>• Members described why they agreed to participate in the FHI Advisory Group and the expertise they were bringing to the group</li> </ul> |
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| FHI Advisory Group: Purpose & Scope | <ul style="list-style-type: none"> <li>• Initiative lead provided a high level review of FHI goals and background (see attached PowerPoint)</li> <li>• Co-Chairs reviewed the roles and responsibilities of the Advisory Group and its members, as well as the Charter (see attached)               <ul style="list-style-type: none"> <li>○ Emphasis on advisory capacity</li> <li>○ Members asked to come prepared having reviewed materials ahead of time and ready to engage/dialogue on agenda items</li> </ul> </li> <li>• Created working agreements for the group – how to hold and honor the space for candid, open, authentic, and respectful dialogue (see page 2)</li> <li>• Initiative lead reviewed key tasks for current phase of work (see attached PPT)</li> <li>• Group developed a shared vision for success (see page 3)</li> <li>• Reviewed membership and identified other members needed at the table (see page 4)</li> </ul> |
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| Next Steps | <p>Agenda Items for September and November</p> <ul style="list-style-type: none"> <li>• <b>ACTION ITEM:</b> Identify any challenges to the goals of the Initiative and potential strategies for addressing them (at system-level, within advisory group, or at individual organizations)</li> <li>• Potential other agenda items include:               <ul style="list-style-type: none"> <li>○ System Innovation Grant updates</li> <li>○ Data &amp; Evaluation review</li> <li>○ Realignment Process Updates</li> <li>○ Other CEH Updates (from IAC and Governing Board)</li> </ul> </li> </ul> |
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| Other Items | <ul style="list-style-type: none"> <li>• Include time for announcements from members on each agenda</li> <li>• Future agendas will include notes about whether items are for review only or if action is needed</li> <li>• Materials and meeting minutes will be available on FHI website (<a href="http://www.kingcounty.gov/familyhomelessness">www.kingcounty.gov/familyhomelessness</a>)</li> </ul> |
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- Initiative staff will reach out to members regarding the suggestions made for additional members
- If a member knows they are going to miss a meeting, they should read the materials in advance and share their thought in advance (we want to encourage including all members expertise and input)
- Members not present during this meeting should review materials and meeting notes and contact co-chairs and/or Initiative staff with any questions
- Members should review FHI materials (Strategic Plan, etc.) to re-familiarize themselves with the work (also found on FHI website)

#### **2014-2015 FHI Advisory Group Meeting Schedule**

August 7, 2014 (Thursday)	2-4pm	2100 Building, Seattle
September 9, 2014 (Tuesday)	1:30-3:30pm	Mercer View Community Center
November 12, 2014 (Wednesday)	1:30-3:30pm	Mercer View Community Center
January 14, 2015 (Wednesday)	1:30-3:30pm	Mercer View Community Center
March 11, 2015 (Wednesday)	1:30-3:30pm	Mercer View Community Center
May 13, 2015 (Wednesday)	1:30-3:30pm	Mercer View Community Center
July 8, 2015 (Wednesday)	1:30-3:30pm	Mercer View Community Center
September 9, 2015 (Wednesday)	1:30-3:30pm	Mercer View Community Center

#### **Working Agreements (ground rules) brainstorm:**

- Respect all opinions; agree to disagree; creating a safe place for disagreement (encourage)
- Everyone has an opportunity to speak up
- Clear, focused agenda-purpose and results (keep the agenda short)
- Materials provided to members prior to meetings
- Check in--Making sure staying on course with goals
- Commitment to be prepared; not having to use meetings for catch up. If absent; spend 'equivalent' time to catch up/prepare. Members may always connect with co-chairs or FHI staff prior to the next meeting if they have questions, etc. but it is each person's individual responsibility to catch up if they miss a meeting.
- Be fully present; bring your full/whole self—actively participating; be fully engaged
- If a member knows they are going to miss a meeting, they should read the materials in advance and share their thought in advance (we want to encourage including all members expertise and input)
- Consensus vs. vote—take temperature if needed
- Careful about moving backwards if consensus was made
- Trust expertise in the room to make best decision in the room and move forward; trust good intentions
- Share with your organization and others; decision makers, and others with rich input
- Flexibility and adaptability; process and agendas, etc.

## **Vision Discussion – What will success look like a year from now?**

1. Rapid Re-Housing and Diversion become a permanent part of the system through the utilization of data and examination of how it works with Coordinated Entry
2. Changes to the system are examined through the lens of being interconnected with other parts of the system and we don't lose sight of the long-term goals of the work because of any one particular effort
3. Not being afraid to move forward with great ideas (rather than waiting for things to be perfect)
4. We will increase our collaboration with schools. We begin testing strategies and impact with the school districts given they are often the first to identify and respond to family homelessness (and invite representatives to the Advisory Group).
5. The group regularly reviews and discusses high-level metrics on data for family system – number of households, length of homeless episodes, exits to permanent housing, returns to the system; The advisory group is used as a forum for data requests and questions
6. Members identify policy changes and advocacy needed – members are ambassadors for advocacy requests and CEH can provide education regarding policy, etc.
7. Utilize funders at the table for opportunities within local cities to support non-traditional housing and service approaches
8. Provide thorough and thoughtful analysis to the IAC
9. Implement and test strategies but remain nimble and adjust as needed to meet the needs of families and review data to make sure strategies are effective
10. Encourage consumer involvement by being flexible with time and place to get more voices into this process. Remain open to consumer engagement at the larger, community level (in addition to membership on Advisory Group)
11. Members will contribute to innovative and creative thinking to support the successful implementation of strategies, including refining and rethinking strategies.
12. Dare other community partners to do things differently – call on partners to join in the work
13. It's time to do! Commit to an action orientation. We should not just sit on or push off challenges, but embrace and address them.

## **Who else needs to be at the table?**

- Current efforts to coordinate with and identify members from:
  - City of Seattle Office of Housing
  - King County Community Services Division
  - Immigrant/Refugee Provider
  - Representative from Employment/Education system
  - ARCH
  - Consumer(s)
- Other potential members (recommended by members):
  - South King County representation (recommended by Kristy Johnson)
  - REACH (recommended by Mark Putnam)
  - School Districts – at least two: Seattle or Highline (recommended by Kristy Johnson)
  - North King County planners (recommended by Alex O'Reilly)
  - Immigrant/Refugee Provider (recommended by Ann Levine)
  - Families with Special Needs (recommended by Ann Levine)
  - Community Colleges (recommended by Ann Levine and Alex O'Reilly)
  - DSHS Community Jobs (recommended by Mark Putnam)
- Other ideas and contacts are welcomed – please contact Debbi Knowles ([debbi.knowles@cehkc.org](mailto:debbi.knowles@cehkc.org)) for suggestions as well as assistance in identifying and supporting consumer participation